



# Disposition Dates and Current Forms

## Records Transfer List (RTL) Disposition Dates

### Special points of interest:

- All records retention schedules can be found on the [RIMS website](#).
- To transfer records to the State Archives, complete the [Transfer of Public Records to the Alaska State Archives Transmittal/Receipt](#) form and email it to [Chris Hieb](#).

If you have ever completed a Records Transfer List (RTL), you know that we ask for a disposition date for the box(es) of records you are transferring.

This is the date that the records are scheduled to be destroyed or transferred to the State Archives.

Beginning July 1<sup>st</sup>, we are changing the accepted disposition dates to match the semi-annual

disposition process that we undertake, here in the Records & Information Management Service.

In the disposition date column, please round up the disposition date to either July 1<sup>st</sup> of the current year or January 1<sup>st</sup> of the following year.

If the disposition date is from January 2<sup>nd</sup> to June 30<sup>th</sup>, round up to July 1<sup>st</sup>.

If the disposition date is from July 2<sup>nd</sup> to December 31<sup>st</sup>, round up

to January 1<sup>st</sup> of the next year.

**Example 1:** Boxes with a disposition date of March 24<sup>th</sup> 2016, round up to July 1<sup>st</sup>, 2016.

**Example 2:** Boxes with a disposition date of July 17<sup>th</sup> 2020, round up to January 1<sup>st</sup>, 2021.

**Example 3:** Boxes with a disposition date of July 1<sup>st</sup> or January 1<sup>st</sup>, keep that disposition date.

## Current RIMS Forms Only Beginning July 1st

Beginning July 1<sup>st</sup>, only the current versions of all standard Records & Information Management forms will be accepted.

This policy refers to the following forms:

- Records Transfer List (RTL)
- Records Disposition Authorization ([RDA](#))
- Shred Bin Disposition Authorization ([SDA](#))
- Microform Duplication Request Form

All of these forms can be found on the [RIMS homepage](#).

The RTL form is in Word, Excel and PDF versions so please use the one that you are most comfortable with.

RDAs and SDAs are only in PDF.

The Microform Duplication Request form is available in Word and PDF.

If we receive a form that is not in the current version, then we will unfortunately have to reject it and ask for the form to be resubmitted using the current version.

If you have any questions regarding this, please contact [Gordon E. Brown](#), State Records Manager.